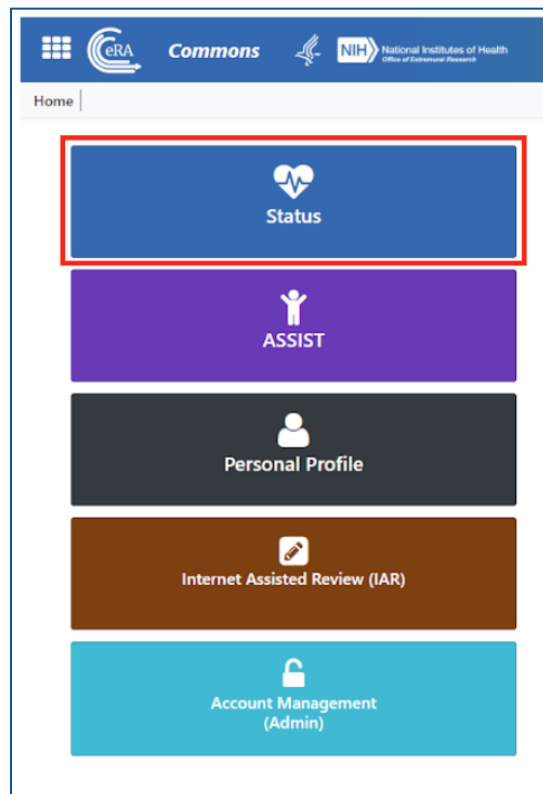


eRA Post-Award: Closeout Functions

Users with the **Signing Official (SO)**, **Financial Status Reporter (FSR)** and **Project Director / Principal Investigator (PD/PI)** roles can access closeout functions in eRA.

NOTE: PD/PIs can only initiate final Progress Reports (FPRs) in closeout but the SO must submit the final PPR.

1. Log into eRA Commons and select the **Status** button from the left hand menu.



*If you have the **SO** role, go to **Step 2**.

*If you have the **PD/PI** role, go to **Step 3**.

2. SIGNING OFFICIAL VIEW:

- a. Select **Closeout** from the Search Type dropdown menu and then select **Search**.

The screenshot shows a search form with the following fields and options:

- Search Type:** A dropdown menu with 'General' selected. A red box highlights the dropdown, and another red box highlights 'Closeout' in the list.
- Type:** Input field with 'ex: 5'.
- Serial #:** Input field with 'ex: 123456'.
- Support Yr.:** Input field with 'ex: 01'.
- Suffix:** Input field with 'ex: A1'.
- Project Number:** Input field with 'ex: NA24N FX678G01 3-T1-0 (Minimum 4 characters)'.
- Awarding Office/IC:** Buttons for 'None' and 'Change Selections'.
- PD/PI Last Name:** Input field with 'ex: Smith'.
- PD/PI First Name:** Input field with 'ex: John'.
- Budget Start Date Range:** Two date pickers with 'MM/DD/YYYY' format.
- Budget End Date Range:** Two date pickers with 'MM/DD/YYYY' format.
- Application Status:** Dropdown menu with 'Select all that apply'.
- Grants.gov Tracking Number:** Input field with 'ex: ED-GRANTS-123456-001'.
- Buttons:** 'Clear Form' and 'Search' (highlighted with a red box).

- b. Find the award you want to submit closeout documents for, click the **ellipsis**, then select **Requires Closeout**.

Status Result - General Search

Filter Table [Grid Icon] 1 Results

Application/Award ID	Grants.gov Tracking #	Proposal Title	PD/PI Name
NA22NMF4270131-T1-01	GRANT13507904	TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster <i>Crassostrea virginica</i> , and its potential involvement in triploid mortality	Smith, John

A red circle highlights the ellipsis icon next to the tracking number. A red box highlights the 'Requires Closeout' option in the dropdown menu.

- c. If you have the Financial Status Reporter (FSR) role, you may submit the **final Federal Financial Report** (if you don't have the FSR role, your FSR must complete the final FFR). You may also initiate and submit the **Final Progress Report** and provide **additional closeout documentation** if required. Click any links under the **Action** section to complete closeout functions.

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Not Started			Manage Final FFR
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	Not Received			Initiate Final Progress Report
Additional Closeout Documentation	The SO should use this section to submit any other required closeout documents as stated in the terms.		Please click on the link to view the status of each document.		Provide Documentation

A blue callout box points to the 'Action' column with the text: "Final Progress Reports must also be submitted in the Terms & Conditions Module! See Step 4 for details."

3. PD/PI VIEW:

a. After following **Step 1**, select **List of Applications/Awards** from the search menu.

Status: PI Search

The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk .

The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions menu tab again.

Recent/Pending eSubmissions

- Applications that require action (e.g., to view errors/warnings) prior to submission completion
- Applications that are available to view (during two business day correction window) prior to submission completion
- Applications that have been rejected by Signing Official

List of Applications/Awards

- Funded Awards
- Successfully submitted applications, both paper and electronic
- Review assignment status, review results, summary statements, and Notices of Award
- Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards

Search by Grants.gov Tracking Num

Enter the Grants.gov Tracking Number into the following box for easy access to a specific award application

Tracking Number Search

b. Find the award you would like to submit a PPR for and select the **+ button** to expand the award and see award actions.

Status Result - List of Applications/Awards ? 11

Grouped View Flat View

NA24OARX417G0014	08/27/2023 - 08/27/2028 (Project Period)	SMITH, JOHN (PD/PI)	UAT test Non-research - 7 NOAA-OAR-UAT-2023-2023111 - CFDA 11 - A (Title)	Pending	+
NA24OARX417G0013	08/27/2023 - 08/27/2028 (Project Period)	SMITH, JOHN (PD/PI)	UAT test Non-research - 11 NOAA-OAR-UAT-2023-2023111 - CFDA 11 - A (Title)	Pending	+

c. When the appropriate award is expanded, you will see **Available Actions**. Select **Requires Closeout**.

Status Result - List of Applications/Awards ? 11

NA22NMF4270131 02/01/2023 - 08/07/2023 (Project Period) SMITH, JOHN (PD/PI) Awarded, Non-fellowships only

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
NA22NMF270131-T1-01		TEST RECORD - A transcriptomic study of the differential stress response between diploid and triploid eastern oyster Crassostrea virginica, and its potential involvement in triploid mortality	SMITH, JOHN (PI)	Submission Complete	Awarded, Non-fellowships only	06/22/2023	Requires Closeout Semi-Annual RPPR 4 Correspondence

d. **Upload** the Final Progress Report and then select **Save**. Only the SO can submit the FPR.

Closeout Final Progress Report

Please provide additional materials:

File Name Date Uploaded Uploaded By

No documents have been uploaded

Upload

Cancel Preview Save Delete Submit

Only the SO can submit!

4. **Final Progress Reports** must also be submitted in the Terms and Conditions module. Please see guidance [here](#) on how to submit Progress Reports in the T&C module.